

Laurel Lake Camp & Retreat Center

76 Lodge Road Rossiter, PA 15772 (814) 938-9300
E-mail: laurellakecamp@verizon.net

Agreement for 2014

Dear Guest,

Thank you for your request for information about Laurel Lake Camp & Retreat Center. You will find enclosed a current rate sheet, a reservation request, directions to the camp and other important information.

Laurel Lake Camp & Retreat Center is located in the rolling hills and hemlock forests of western Pennsylvania. The lodging facilities currently consist of three cabins in the Laurel Village. One of the cabins has received a second story, Smith Cabin, consisting of four deluxe motel rooms. The three new cabins on the ridge near the lodge make up Timber Village. Bish Cottage is a cozy two bedroom cabin with one bath. The Pine 1&2 condo's both sleep 4 with private bath, kitchen and queen beds. Baker Lodge, sitting high on a ridge, is a two story building. The lower level has seven motel units, each with a private bath and one bunk room that shares bathroom facilities. The upper level is the banquet/conference center facility with a seating capacity of 180. Our gymnasium also can be used as a meeting room with a seating capacity of 500.

Our areas for activity include a lake for canoeing and personal water craft rides, a large heated swimming pool, a gymnasium with a full size basketball court and a volley ball court, ceramics, craft, horse trail rides, snow sledding hill with tow lift, a picnic grove and hiking trails on our 268 acre wooded facility.

If you have any further questions about Laurel Lake Camp & Retreat Center or need any additional information please feel free to call us at (814) 938-9300. You may also visit our website at <http://paconference.netadvent.org/laurel-lake-camp>.

Thank you for considering us for your upcoming event.

Sincerely,

Gary Moran
Camp Manager

The following dates are available for your retreat event:

Laurel Lake Camp & Retreat Center Reservation Form

Name of Organization _____ Phone _____

Address _____ City _____ State _____ Zip _____

Name of group leader _____ Home phone _____

Address _____ Work phone _____

City _____ State _____ Zip _____ E-mail for Confirmation _____

Dates desired _____ to _____ Group size _____

Due to our Summer Camp Program LLC is unavailable from Mid June through July.

Check in time _____ Check out time _____

Guaranteed Minimum: _____ Maximum: _____

Purpose of Group Meeting: _____

(Must be Completed)

LODGING FACILITIES (circle number or names of units per building)

Baker Lodge/Motel	1 2 3 9 10 11	Laurel Village Cabins:	Magnolia Dogwood	Redbud	Mulberry	Juniper
Baker Lodge/Bunk	8	Smith Motel Units:	1 2 3 4			
Bish Cottage Rooms	1 2	Timber Village:	Sycamore Hickory	Red Maple	White Oak	
Pine Condo's	1 2		Cypress Sequoia			

MEETING FACILITIES (please check)

Baker Lodge (180 capacity) _____ Gymnasium (500 capacity) _____

RECREATIONAL ACTIVITIES (please check)

Basketball	_____	*Pool	_____
Canoeing	_____	*Sledding/Tubing Hill	_____
Gymnasium	_____	*Trail Rides	_____
Volleyball (indoor or outdoor)	_____		

*These activities are seasonal

FOOD SERVICE

YES / NO Our group desires that meals be provided by Laurel Lake. Please confirm projected number of guests three weeks prior to your arrival. First meal served _____ Last meal served _____

Meal times are: Breakfast 8:00 am Lunch 12:30 pm Dinner 5:30 pm

PAYMENT

Payment of all fees and expenses is due upon the completion of your stay at Laurel Lake Camp & Retreat Center. Final cost will not be less than the guaranteed minimum.

If this application is accepted our group agrees to abide by the rules and regulations governing LLC&RC. **We understand that our group must provide accident coverage.** The applicant shall also be responsible for any damage incurred while at Laurel Lake Retreat & Conference Center to facilities and equipment. **A deposit of \$300.00 must accompany this form to reserve date requested.** In the event of a cancellation, **I realize that our group will be financially responsible as follows: within 60 days of confirmed rental date 75% of Guaranteed Minimum, within 30 days of confirmed rental date 90% of Guaranteed Minimum.**

Authorized Signature: _____ Title: _____ Date: _____

(i.e. Church Pastor, School Principal, Business Administrator, etc.)

MAIL TO:

Laurel Lake Camp & Retreat Center 76 Lodge Road Rossiter, PA 15772

Laurel Lake Camp & Retreat Center

General Information

RESERVATIONS

A **minimum group size must be guaranteed at the time of reservation**. Any group who falls below the minimum will be required to pay for the number guaranteed at the time of reservation. Group size may be increased no later than 1 week prior to the start of the retreat as accommodations permit, by calling LLR&CC. Inquiries and reservations should be directed to:

Laurel Lake Camp & Retreat Center
76 Lodge Rd
Rossiter, PA 15772
(814) 938-9300

CONFIRMATION

A deposit of \$300.00 must accompany the completed reservation form. Final payment is to be made before departure from Laurel Lake Camp & Retreat Center.

LINENS

Guests must provide their own bedding, towels, and personal items in the cabins. Linens are provided for those in Bish, Smith, Baker Lodge.

Linen packages are available on request for cabin use at \$15.00 per single person, \$21.00 Double

ACCOMMODATIONS

BAKER LODGE -

There are 6 motel units each with 1 double bed and roll- aways are available and a private bath. The 1 bunk room is dormitory style with shared bath facilities. This rooms sleep 4 or they can be used as break out rooms.

BISH COTTAGE - accommodates 4 people

This cottage has two rooms, one with 1 double bed and the second with a double bed. They share a full bath.

LAUREL VILLAGE CABINS - accommodates 58 people

There are 4 remodeled dormitory style cabins. Each has 1 double bed and 10 single beds (bunkstyle), with private bath facilities.

SMITH CABIN - accommodates 8 people

Features 4 motel units. Each unit has a queen size bed with private bath. TV's are not provided.

Pine # 1 & 2 Each condo sleeps (4) and has kitchen and bath

TIMBER VILLAGE CABINS - accommodates 77 people

Each of the 8 new cabin units has 8 to 11 single beds (bunk style) or double/king beds with private bath facilities. One cabin is handicap accessible. One cabin unit has a private bedroom with a double bed and an open area with two sets of bunks (sleeping 6). These rooms can be used for guest speaker accommodations or as small conference rooms.

FOOD SERVICE - We provide delicious, wholesome and well-balanced vegetarian and meat dishes. Full salad and fruit bar. We pride ourselves that no one goes away hungry. Come try our signature Peanut Butter Pie. We also rent our kitchen facilities for \$150.00 a day.

Laurel Lake Camp & Retreat Center

Use Agreement

To ensure your well-being and the continued maintenance of Laurel Lake facilities, please follow these regulations:

Check-In/Check-Out Procedures:

1. The group leader must register with the camp management upon arrival.
2. Laurel Lake does have full-time custodial services. Each individual or group should leave the camp as they found it with everything in place. Instructions are posted in each room.
3. Please leave all items and equipment as found. They are not to be moved without permission from the camp management. The group will be charged if the equipment is damaged or not returned. The group will be held responsible for any damage to camp equipment or property.
4. The group leader will meet with the Camp Manager to go over the facilities used and to collect the room assignment sheets.

General Rules:

1. Sabbath (Saturday) is a day of worship at Laurel Lake. We welcome groups of all faiths.
2. Laurel Lake upholds Christian standards of behavior. No alcoholic beverages or drugs are permitted on the property.
3. Smoking is not permitted in any of the buildings.
4. Please show thoughtfulness to others by being quiet between **11:00 p.m. and 7:00 a.m.**
5. To aid in keeping the camp area beautiful, do not destroy or disturb trees, shrubs, birds or animals; and **PLEASE DO NOT LITTER.**
6. Please stay on designated trails. Do not take short cuts form established trails. This is to prevent potential injury and to control erosion, and keep you from getting lost.
7. **No one is allowed in the barn or horse pasture,** except with camp staff.
8. Due to health regulations **PETS ARE NOT ALLOWED** in lodging or dining facilities. We respectfully ask that you **LEAVE YOUR PETS AT HOME.**
9. Gas, liquid flammables and hazardous or poisonous materials should only be handed by persons trained or experienced in their safe use and disposal. These materials should be stored in closed, approved containers, clearly labeled, in locations separate from food.
10. Weapons, ammunition & firearms are not permitted on camp property.
11. Personal sports equipment and personal possessions are the responsibility of the owner.
12. ATV's, motobikes, mini-bikes or 4-wheelers are not permitted on camp property.

Vehicles and Emergency Vehicles:

1. All vehicles should be parked on hard surfaced roads or gravel areas only. **Please do not park on the grass. Unauthorized vehicles are not allowed on the road around the lake or behind the kitchen to the gym.**
2. Local Emergency Service (Fire, EMS, Police) are notified on an annual basis of the location of the camp.
3. Observe posted traffic information, speed limits and parking signs. Maximum speed limit in camp is 15 mph.

Health & Safety:

1. Groups using Laurel Lake Camp & Retreat Center are advised to provide an adult currently certified in CPR for the age levels served and first aid, including training on bloodborne pathogens, from a nationally recognized provider of CPR/First Aid Training.
2. Groups are responsible for providing their own first aid care and supplies. Call 9-1-1 in an emergency. Laurel Lake Camp & Retreat Center does not provide first aid or emergency care, supplies or transportation of on-site groups.
3. Groups are advised to collect in writing the following information for all participants:
 - a. Name and Address
 - b. Emergency contact name and phone number
 - c. Listing of persons with allergies or health conditions requiring treatment, restrictions or other accommodations.
 - d. Signed parental permission and permission to seek emergency treatment for minor on site without their parents or a signed waiver.
4. In the event of an accident, illness or incident requiring professional medical, fire fighting or law enforcement assistance, please contact the staff member on duty at Laurel Lake Camp & Retreat Center.
5. If you are lost, stay where you are until help arrives, and you are found.

Supervision of Minors:

1. Groups are advised to provide appropriate adult supervision for children under the age of 18 in the following ratio of children to adults::

<u>Age</u>	<u>Children</u>	<u># of Adults</u>
5-6	5	2
6-8	12	2
8-11	16	2
11-14	20	2
14-17	24	2

2. The supervision of all members of the group is the responsibility of the group. This includes provision of qualified personnel for any specialized recreational activities and supervision of the behaviors of all members familiar with the camp's safety precautions and regulations.
3. **Parents are responsible for the supervision of their children and are asked to see that their children abide the camp policies. Be especially aware of the waterfront and horse areas.**
4. Groups are advised to do a background check on all adults who will be in contact with minors.

Extreme Weather Conditions:

- Weather can affect your safety. The following are possible extreme weather conditions that can occur here at LLCRC: thunderstorms, heavy rain, hail, dense fog and tornados. If you find yourself outside during the above extreme weather conditions – **Please stop what you are doing and seek safety indoors away from windows.** If you are unable to get indoors, a natural shelter should be found to minimize the risk of falling limbs or trees and lightning exposure. Be aware that lightning and thunder can come when it is sunny outside too. The same safety rules apply. The pool and lakefront are unsafe places to be during the above extreme weather conditions, and will be closed.

Fires:

1. **Fires are permitted only in designated areas. Clearance for fires should be made through the camp management.**
2. Ensure the fire is completely out before departing.

Aquatics:

The pool & waterfront are closed during extreme weather conditions, and waterfront is closed when it is dark (sundown in the evening to sunrise in the morning).

Swimming:

If your group wishes to swim you must provide one currently certified lifeguard for every twenty five swimmers. A lifeguard must be on duty at all times during swimming activities. A copy of the certification must be provided. The camp management may be able to provide lifeguarding services with advance notice. We regret because of insurance requirements there can be no exceptions.

Canoes/Kayaks:

- Groups are advised to provide a lifeguard who is currently certified in CPR/First Aid/AED at the lake if canoeing.
- **Children under the age of 10 must be accompanied by an adult.**
- All participants must wear life jackets (Type III-U.S. Coast Guard approved).
- Never boat alone – always have a buddy.
- Maximum of 4 people in a canoe at one time (2 persons sitting in the seats and 2 persons kneeling/sitting on the bottom and middle of the canoe for stability).
- Maximum of 1 person in a kayak at a time.
- Load or unload in the canoe area only.
- Have one person hold and help stabilize the canoe while canoers enter or exit.
- If your canoe capsizes or swamps, stay calm and with your canoe, it will float and support you.
- If passengers have to change positions in the canoe, they must do so at the loading/unloading area.
- No swimming or playing in the water without life jackets.
- No boating in hazardous weather.
- Be kind and responsible. Return your canoe to the rack and hang all lifejackets and paddles in the canoe shed.

Laurel Lake Camp & Retreat Center and the Pennsylvania Conference of Seventh-day Adventists are not responsible for any accident, loss by theft, or acts of nature occurring to persons using our facility.

**Thank you for choosing Laurel Lake Camp & Retreat Center for your special event.
We hope your stay will be a delightful one!**

Laurel Lake Camp & Retreat Center

2013 Rental Rates

76 Lodge Road • Rossiter, PA 15772
Reservations: (814) 938-9300

Lodging

Motel Rooms

\$46.00 Single person/night – Additional persons \$14.00 per person/night –Total 3 persons

Cabins

\$30.00 First person, Additional person \$20.00 each – Total 10 persons

Entire Cabin Rental \$200.00

Linen packages \$15.00 each single and \$21.00 each double

Tent/RV camping: (Limited water/electric hook ups currently available)

\$15.00 per tent per night

\$25.00 per RV per night with hook up

\$300.00 per Month @ Pathfinder Hill (April1-Sept.15)

Baker Lodge Retreat Center. (Seats up to 180 persons)

\$350.00 Weekend 8:00 am-Friday to Sunday 2:00pm

\$100.00 Day Usage Rental + \$1.00 per person

Food Service

Menu #1 Adult \$8.00 Child \$6.00 (4 -10 years)

Menu #2 Adult \$10.00 Child \$8.00

Banquet Style Adult \$15.00 Child \$13.00 (Advance planning with Food Director)

Kitchen Rental \$150.00 a day “ We can order food to be on-site from Sysco for your event”

\$350.00 per weekend

Recreation

Gym or Nature Center \$60.00 per day

Trail Rides/Corral Rides \$25.00 per hour (Must confirm availability)

Canoes \$25.00 per day

Hayride \$25.00

Pool \$85.00 per day (Seasonal Memorial Day to Labor Day)

(provide own lifeguard who must bring current certification or pay \$25.00 per hour for guard)

Sledding/Tubing Hill \$6.00 per person

Bonfires \$20.00

*****PRICES SUBJECT TO CHANGE WITHOUT NOTICE*****

PENNSYLVANIA CONFERENCE ASSOCIATION OF SDA., INC.
LAUREL LAKE Camp & Retreat Center
76 Lodge Road
ROSSITER, PA 15772

ASSUMPTION OF RISK AGREEMENT FOR USE OF FACILITIES

In consideration of being allowed to use facilities owned by the Pennsylvania Conference Association of Seventh-day Adventists, Inc., we hereby assume all risks of injury to our persons or property while so engaged and further hold the Pennsylvania Conference Association of Seventh-day Adventists, Inc. Laurel Lake Camp & Retreat Center harmless there from.

Insurance: User (at its expense) agrees to acquire and keep in full force during its use of the Premises, comprehensive liability insurance, in which both the Pennsylvania Conference Association of Seventh-day Adventists, Inc. and Laurel Lake Camp & Retreat Center are named as additionally insured parties together with the User, covering any and all claims for injuries to persons occurring in, upon or about the Premises during User's occupancy or use. This insurance is to be in the minimum amount of one million dollars (\$1,000,000.00) single limit coverage to indemnify the claim of one or more persons. User shall furnish a complete copy of the insurance policy to Owner before the date of desired use.

Indemnification: User agrees to indemnify and hold Owner (or any of its agents or officers) harmless against claims and liability of any kind arising out of injury or death to any person or persons occurring in, upon, about the Premises during User's occupancy or use.

I AM Over 21 YEARS OF AGE AND HAVE READ THIS AGREEMENT AND UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS AND INTEND TO BE LEGALLY BOUND BY SIGNING IT AND SIGN IT VOLUNTARILY.

Name of Organization

Signature of Officer

Date